

## Due Diligence Checklist

- ☐ Examine records to find all unclaimed property.
- ☐ Determine who the owner of the property is.
- ☐ Verify that the owner has not shown interest in or written concerning the property.
- ☐ Attempt to contact the owners by first class mail, or better at their last known address.
- ☐ Use other internal resources to locate owners.
- ☐ Complete less than 120 days but more than 60 days before filing report.
- ☐ Download reporting package from the website at [www.treasury.state.tn.us/unclaim](http://www.treasury.state.tn.us/unclaim).
- ☐ Pay owners you locate.
- ☐ Report all unclaimed property to the state.
- ☐ CFO signs affidavit that due diligence efforts comply with statute.